



Meeting Minutes

December 22, 2014

Members Present

Chair Bill McConnell, Mr. Scott Feeny, Mr. David Galvin, Mr. Jeff Hudnall, Mr. Steve Elliott, Dr. Stacy Townsley, Mr. Andrew VanZee

Members absent

None

Staff present

Ms. Jackie Dowd and Mr. Shane Hatchett

Conference phone line

Ms. Robin Taylor

I. Call to Order

Chair McConnell called the meeting to order at 10:14AM.

II. Chair's Welcome and Report

Chair McConnell welcomed members, representatives, and guests. Mr. Hudnall called roll and a quorum was established.

III. Opportunity for Public Comment

Chair McConnell indicated there were no sign-ups for public comment, but that there would be an opportunity, time permitting, at the end of the meeting for comments.

** Procurement Update (Moved up from end of agenda)

Mr. Hudnall provided an update on the procurement process. He mentioned that when INK was being written into statute, the Management Performance Hub (MPH) was not yet an entity. Once MPH was up and running it became clear while going through the RFP process that INK should leverage the existing technology of the MPH. INK will use Indiana Office of Technology (IOT) to help with project management and working with all agencies involved. Robert Paglia and Lisa Ford from IOT have been working very closely with Mr. Hudnall on the technology shift and have created a multi-phase project charter. Mr. Hudnall will be moving forward with the vendor selection process and move into phase one of the project charter.

IV. Data Governance Resolution

Mr. Hatchett provided an update on the data governance resolution. He mentioned that he and Mr. Hudnall had been working with partner agencies over the past few months to create a diagram for INK. They were prepared to bring a resolution to this meeting, but given the shift of focus and the new MPH, they did not present the resolution. The focus going forward is to

leverage IOT's knowledge and experience. Mr. Hatchett said a new draft would be updated and sent to all members soon with the intention to vote on it at the next governance meeting in January. Chair McConnell asked if there were any issues in not having a data governance resolution that would impact the other documents discussed later in the meeting. Mr. Hatchett said no, and that he was still working closely on the other documents.

V. Interagency Data Sharing Agreement

Mr. Hatchett provided an update on the data sharing agreement. He said INK won't bring the document for a vote at this meeting because as they were bringing IOT on board, they are working on an agreement to get it to reflect the current reality. Mr. Galvin asked if INK was still in alignment for the SLDS grant. Mr. Hatchett said we made the US Department of Education aware we could not get the new agreement completed by the end of the year. The US Department of Education staff were concerned but Mr. Hatchett and Mr. Hudnall talked to them about getting all partner agencies on board and in agreement for a new data sharing agreement. Chair McConnell said the change to go with IOT might have delayed things momentarily, but might save us some time down the road. Mr. Hatchett said IOT has a wealth of knowledge and experience that will be a great asset to the project moving forward.

VI. Approval of Research Agenda Development Resolution

Mr. Hudnall reported that there were two documents provided to meeting attendees and the governance committee members. The first document provided was the resolution for a research framework which provides a framework establishing staff roles in creating a research agenda. The second document was a list of six key research questions that were determined by Carol Rogers at Indiana Business Research Center (IBRC) to be the easiest to be analyzed and reported out for public consumption.

Mr. Hudnall noted that there were two questions that were selected from the six that were the most popular to pursue for the SLDS grant deliverables. Chair McConnell asked for a motion to approve the two research questions for the SLDS grant reports. Dr. Townsley made the motion and Mr. Galvin seconded. The motion passed unanimously. Chair McConnell asked for a motion to approve the resolution to develop a research agenda. Dr. Townsley made the motion and Mr. VanZee seconded. The motion passed unanimously.

VII. Memorandum of Understanding with IBRC

Mr. Hudnall reported that he is preparing a memorandum of understanding (MOU) with IBRC due to the ongoing positive relationship that began with Indiana Workforce Intelligence System (IWIS) and wanting that relationship to continue. Chair McConnell asked if anyone had any concerns entering into a separate MOU with IBRC. Ms. Rogers mentioned that they were involved since the beginning with IWIS and are included in the current MOU. She said they would like to be kept in the new data sharing agreement or continue the relationship in a new MOU. Ms. Rogers said IBRC has been working on integrated data for a while and have a holistic view of how the data work to develop an integrated pathway for the system.

Chair McConnell mentioned that the data that are being added should go through the partner agency that is responsible for that data. Mr. Elliott echoed that comment by stating he would feel more comfortable with that arrangement and that the scope of the data governance will drive us going forward.

Ms. Rogers said IBRC has run statistics in Indiana for 30 years including data for both the state and federal government. She said she realizes that IBRC does not fit into a straight line comparison to state agencies, but because of the nature of their work there are similarities in the work. Dr. Townsley said for this reason we should consider IBRC the exception to the rule as we enter into an MOU with them.

Mr. Hatchett clarified the discussion by asking for guidance from the governance committee on how we should proceed with the MOU with IBRC. He said IBRC has been very patient with INK as they have gone through the transitions. Chair McConnell recommended that the committee delegate the responsibility to Mr. Hudnall to draft an MOU with IBRC to bring it back to the January meeting for consideration.

VIII. Staff Updates

Mr. Hatchett provided an update on the SLDS grant and mentioned that he and Mr. Hudnall have been working with DOE and USDOE to finalize the site report from the September SLDS site visit. He mentioned that he will be bringing a report and supporting documents to the governance committee.

Mr. Hudnall gave an update on a communications plan he has been working on that will include strategic initiatives, mission, vision, and branding information. He said he would be finalizing a draft in January.

** Chair McConnell reminded the group that they did not approve the minutes from the October meeting at the start of this meeting. Minutes for October 22, 2014 meeting were presented to members. Mr. VanZee motioned to approve the Minutes from the October 22, 2014 meeting. Mr. Elliott seconded and members unanimously approved the minutes.

IX. Adjourn

Chair McConnell reminded members of the next meeting on January 21, 2015 at 10:00AM. Mr. Galvin motioned to adjourn, Dr. Townsley seconded. The meeting adjourned at 10:58AM.